

SUPERIOR COURT OF CALIFORNIA County of Kings 1640 Kings County Drive, Hanford, CA 93230 (559) 582-1010

RECOGNITION OF CHANGE OF GENDER AND SEX IDENTIFIER AND FOR ISSUANCE OF NEW BIRTH CERTIFICATES PACKET



Online Assistance: www.courts.ca.gov/selfhelp.htm
The California Courts Self-Help Center

E-file California: https://california.tylerhost.net

Kings County Superior Court: <u>www.kings.courts.ca.gov</u>

Hours of Operation (Except for Court Holidays): Monday - Friday 8:00a.m. to 4:00p.m.

FORMS INCLUDED IN THIS PACKET				
Instructions for Filing Petition for Recognition of Change of	Judicial Council Form NC-300-INFO			
Gender and Sex Identifier, Name Change and Issuance of New				
Certificates				
Petition for Recognition of Change of Gender and Sex	Judicial Council Form NC-300			
Identifier, Name Change and Issuance of New Certificates				
Order Recognizing Change of Gender and Sex Identifier For	Judicial Council Form NC-330			
Name Change and for Issuance of New Certificates				
Civil Case Cover Sheet	Judicial Council Form CM-010			
Filing Fee:				
 Petition for Recognition of Change of Gender and 	\$435.00			
For Issuance of New Birth Certificate				
Court Reporter Fee				
-	30.00			

Recognition of Change of Gender and For Issuance of New Birth Certificate Packet Cover Sheet (Rev. 1/1/2023)

INSTRUCTIONS FOR FILING PETITION FOR RECOGNITION OF CHANGE OF GENDER AND SEX IDENTIFIER, NAME CHANGE, AND ISSUANCE OF NEW CERTIFICATES

Note you do not need to file this petition or obtain a court order in order to obtain a new California birth certificate for you or your child reflecting a change of gender or a new California marriage license and certificate reflecting a change of gender. See Health and Safety Code section 103426. You may make the request directly to the State Registrar at the California Department of Public Health or, for a confidential marriage license and certificate, the county clerk of the county that issued the confidential marriage license. (See contact information on page 2.)

1. How to Make Request

A petition for recognition of change of gender and sex identifier, either on its own or combined with a request for a name change, a new birth certificate for petitioner, a new birth certificate for petitioner's child or children, and a new marriage license and certificate must be filed on form NC-300. This form may only be used by individuals 18 years old or older. (Minors must use form NC-500.)

2. Where to File

The petition to recognize a change of gender and sex identifier may be filed in the superior court of any county in California, but if the petition **includes a request to change petitioner's name**, it must be filed:

- a. If petitioner is a California resident, in the superior court where petitioner presently resides, or
- b. If petitioner is not a California resident, in the superior court in the county where petitioner's or petitioner's child's birth certificate was issued or where petitioner's marriage was entered into.

3. What Forms Are Required

You will need to have an original and a copy of each of the following documents:

- a. Petition for Recognition of Change of Gender and Sex Identifier, Name Change, and Issuance of New Certificates (form NC-300)
- b. Order Recognizing Change of Gender and Sex Identifier, for Name Change, and for Issuance of New Certificates (form NC-330)
- c. If requesting name change:
 - Name and Information About the Person Whose Name Is to Be Changed (form NC-110), and Order to Show Cause—Change of Name to Conform to Gender Identity (form NC-125)
 - (Note: If you already have a decree of change of name, attach a certified copy of the decree to the petition instead of completing form NC-110 and form NC-125.)
- d. If requesting order for new birth certificate for child:
 Birth Certificate for Child of Petitioner—Attachment (form NC-311)
- e. If requesting order for new marriage license and certificate:

 Marriage License and Certificate—Attachment (form NC-312) and, if form NC-312 is not signed by the other spouse, Order to Show Cause—Issuance of New Marriage License and Certificate (form NC-325)
- f. Civil Case Cover Sheet (form CM-010)

Local courts may require additional local forms. Check with the court to determine if additional forms are required.

4. Filing with Court

Prepare an original *Civil Case Cover Sheet* (form CM-010). Take the completed petition, with any required attachments and the proposed orders with the *Civil Case Cover Sheet*, along with a copy of each document, to the clerk of the court. Obtain a filed-endorsed copy (stamped by the clerk) of the petition and ask that any required orders to show cause be issued.

A filing fee will be charged unless you qualify for a fee waiver. (If you want to apply for a fee waiver, see Request to Waive Court Fees (form FW-001) and Information Sheet on Waiver of Superior Court Fees and Costs (form FW-001–INFO).)

5. Service on Spouse

If seeking a change to your marriage license and certificate, and the spouse sharing that marriage license has not signed the form (and is alive and capable of signing it), you must serve the *Order to Show Cause—Issuance of New Marriage License and Certificate* (form NC-325) that has been issued by the court, along with a copy of the petition, on that spouse within four weeks from the date on which the order is made by the court. It must be served in person or, if out of state, by mail, in the manner described in Code of Civil Procedure sections 413.10, 414.10, or 415.40. Service must be made by someone other than you, and you must have the server complete a proof of service and file it with the court.

6. Service on Government Agency-Name Change for Person in Jail or Prison or on Parole

If you are in county jail or under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison, or on parole), a petition to change your name—including one on form NC-300—must be served on a government agency.

- If in county jail, you must provide a copy of the petition to the county sheriff's department.
- If in state prison, you must provide a copy of the petition to the warden.
- If on parole, you must provide a copy of the petition to the regional parole administrator.

Check with each office as to how to serve it. After you have provided a copy to the sheriff, warden, or regional parole administrator, file a copy of the completed Proof of Service By First-Class Mail--Civil (form POS-030) with the court.

Note that the declaration on form NC-300 as to whether the petitioner is in jail or under jurisdiction of the California Department of Corrections and Rehabilitation is only for purposes of determining if service of the petition is required.

7. Court Hearings

A hearing date will be set only if timely objections have been filed. If there is a hearing, you will be sent a notice by the court. Bring copies of all documents to the hearing. If the judge grants the petition, the judge will sign Order Recognizing Change of Gender and Sex Identifier, for Name Change, and for Issuance of New Certificates (form NC-330).

If no timely objections are filed, the court will grant the petition and sign the order without a hearing.

8. Requesting Accommodations for Disability

If you have a disability and need an accommodation to help you access your court hearing, you can use Disability Accommodation Request (form MC-410) to make your request. You can also ask the court's ADA Coordinator in your court for help. For more information, see How to Request a Disability Accommodation for Court (form MC-410-INFO).

9. Issuance of New Birth Certificate

If you were born in California, or if your children were, to obtain a new birth certificate for you or them reflecting your change of gender, file a certified copy of the order within 30 days with the State Registrar and pay the applicable fees. You may write or contact the State Registrar at:

> California Department of Public Health Vital Records - MS 5103 P.O. Box 997410 Sacramento, CA 95899-7410

Phone: 916-445-2684 Website: www.cdph.ca.gov

10. Issuance of New Marriage License and Certificate

If you were married in California, to obtain a new marriage license and certificate reflecting your change of gender with a change in your designation to bride, groom, or neither, file a certified copy of the order within 30 days, and pay the applicable fees, as follows:

- If the original marriage license and certificate was confidential, then file with the county clerk in the county where the confidential marriage license and certificate was issued. (A confidential marriage is a marriage that is available to two unmarried adults who have been living together as spouses. Confidential marriages do not require witnesses to attend a ceremony or sign the marriage license.)
- If the original marriage license and certificate was not confidential, then file with the State Registrar, whose contact information is given in item 9 above.

11. Self-Help Guide

For more information, please visit the California Courts Self-Help Guide on gender recognition, available at http://selfhelp.courts.ca.gov/gender-recognition-order-index.

Local courts may supplement these instructions. Check with the court to determine whether supplemental information is available. For instance, the court may provide you with additional written information identifying the department that handles these petitions, the times when petitions are heard if hearings are required, and whether remote appearances by video or telephone are available.

NC-300-INFO [New January 1, 2023]

INSTRUCTIONS FOR FILING PETITION FOR RECOGNITION OF CHANGE OF GENDER AND SEX IDENTIFIER, NAME CHANGE, AND ISSUANCE OF NEW CERTIFICATES

Page 2 of 2

					140-500
ATTORN	EY OR PARTY WITHOUT ATTORNEY	STATE BAR N	JMBER:		FOR COURT USE ONLY
NAME:					
FIRM NA	ME:				
STREET	ADDRESS:				
CITY:		STATE:	ZIP CODE:		
TELEPH	ONE NO.:	FAX NO.:			
E-MAIL A	DDRESS:				
ATTORN	EY FOR (name):				
SUPER	RIOR COURT OF CALIFORNIA, COUNTY	OF			
STREE	ADDRESS:				
	ADDRESS:				
	O ZIP CODE:				
BRA	NCH NAME:				
PETITI	ON OF (name):				
	TION FOR RECOGNITION OF CH TIFIER AND CHANGE OF NAME AND ISSUANCE OF NEW CERTI		DER AND SEX	(CASE NUMBER:
					nange of Gender and Sex Identifier, Name
Note: reflect		obtain a court orde California marriag	er in order to obta e license and cer		California birth certificate for you or your child ecting a change of gender. You may use an
	titioner <i>(present name):</i> cognizing the change of petitioner's ge	nder and sex iden	tifier to	is 1	8 years old or older and requests an order
a.	female.				
b.	male.				
C.	nonbinary.				
2. Pe	titioner is a California resident or seek	s a change to a Ca	alifornia birth cert	ificate or m	arriage license and certificate.
 Petitioner has already obtained a decree of name change that petitioner wants reflected on the certificates checked in item 5. Petitioner attaches a certified copy of the decree of name change to this petition. (If this item is checked, skip item 4 and indicate the request in item 5.) 					
4.	Petitioner requests that the court do to (proposed name):	ecree that petition	er's name be cha	nged, in or	der to conform to petitioner's gender identity,
	a. This is the right court for the peti	ition to change na	me, because peti	tioner (che	ck (1) or (2).)
	(1) resides in this county	-		,	
	` ,		(one).		
	• • —				
	(i) wants a name cha	•			hich was issued in this county. in this county.
	b. Petitioner requests that the cause why the petition for o				persons to file written objections to show
	• •	•	_		d (form NC 110) is attached to this form
	c. Name and Information Abo	out the Person Wh	iose ivame is to E	e Changed	d (form NC-110) is attached to this form.

SHORT TITLE:	CASE NUMBER:	
5. Issuance of New California Certificate		
a. Petitioner requests an order for the issuance of a new birth certificate for and change of name.	petitioner reflecting the change of gender	
 Petitioner requests an order for the issuance of a new birth certificate for pender and change of name. 	petitioner's child reflecting petitioner's change of	
(Attach Birth Certificate for Child of Petitioner—Attachment (form NC-311)).)	
c. Petitioner requests an order for the issuance of a new marriage license ar person as bride, groom, or having neither box checked and change		
(Attach Marriage License and Certificate—Attachment (form NC-312).)		
I declare under penalty of perjury under the laws of the State of California that the r to (check one) female male nonbinary is to conform my legidentity and is not for any fraudulent purpose.	request for a change in gender and sex identifier gal gender and sex identifier to my gender	
Date:		
(TYPE OR PRINT NAME OF PETITIONER)	(SIGNATURE OF PETITIONER)	
Date:		
(TYPE OR PRINT NAME OF ATTORNEY)	(SIGNATURE OF ATTORNEY)	

NC-300 [Rev. January 1, 2023]

PETITION FOR RECOGNITION OF CHANGE OF GENDER AND SEX IDENTIFIER, NAME CHANGE, AND ISSUANCE OF NEW CERTIFICATES

Page 2 of 2

ATTORNE	Y OR PARTY WITHOUT ATTORNEY	STATE BAR NUMBER:		FOR COURT USE ONLY
NAME:				
FIRM NAM	Æ:			
STREET A	ADDRESS:			
CITY:		STATE: ZIP	CODE:	
TELEPHO		FAX NO.:		
E-MAIL A				
ATTORNE	Y FOR (name):			
SUPER	IOR COURT OF CALIFORNIA, CO	UNTY OF		
	ADDRESS:			
1	ADDRESS:			
	ZIP CODE: ICH NAME:			
PETITIO	ON OF (name):			
ORDE	R RECOGNIZING CHANGE	OF GENDER AND SEX	IDENTIFIER	CASE NUMBER:
	AND FOR NAME CHANG			
	AND FOR ISSUANCE OF	NEW CERTIFICATES		
1. The	petition was duly considered			
a.	at the hearing on (date):		in Department:	of the above-entitled court.
b.	without hearing.			
THE C	OURT FINDS			
2. a.	Petitioner is a California re	esident or seeks a change to	a California birth certific	cate or marriage license and certificate.
b.	All notices required by law		a camorna birar coran	sate of marriage hourse and sertificate.
C.	No objections to the petition	-		
d.	Objections to the petition			
3.	The petition included a reque	st for change of name for the	e person described in i	item 10.
a.	The person whose name is to b	e changed		
	is not is re	equired to register as a sex o	ffender under Penal Co	ode section 290.
	This determination was made by a local law enforcement age	by using CLETS/CJIS	based on infor	mation provided to the clerk of the court
b.	A certified copy of a court	decree changing petitioner's	name was attached to	the petition.
4.	The petition included a reque	st to order a new birth certi	ficate for one or more	e minor children of petitioner.
5.	The petition included a reque one)	st to order a new birth certi	ficate for one or more	adult children of petitioner, and (check
a.	,		ld on form NC-311 con	tains the signature of the adult child agreeing
b.		at the following adult child or	children who did not si	gn form NC-311 are either deceased or
	, ,	•	D (10:4	
	Full Name:		Date of Birth:	
	Full Name:		Date of Birth: _	
6				e certificate, for a marriage on e, groom, or having neither box checked and
a.		e marriage certificate with the rt is satisfied that the spouse		to the issuance of a new marriage license ble of providing a signature.
b.	petitioner. An order directi and certificate or confiden	ng the spouse to make know	n any objection to the c ificate by filing a writter	age license and certificate with the changes requested on the marriage license objection, which includes any reasons why

Page 1 of 2

Date:

JUDICIAL OFFICER

NC-330 [Rev. January 1, 2023]

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar nur.	nber, and address):	FOR COURT USE ONLY			
TELEPHONE NO.	EAV NO (Optional).				
TELEPHONE NO.: E-MAIL ADDRESS:	FAX NO. (Optional):				
ATTORNEY FOR (Name):					
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		-			
STREET ADDRESS:					
MAILING ADDRESS:					
CITY AND ZIP CODE:					
BRANCH NAME:		_			
CASE NAME:					
CIVIL CASE COVER SHEET	Complex Case Designation	CASE NUMBER:			
Unlimited Limited	Counter Joinder				
(Amount (Amount	Filed with first appearance by defendant				
demanded demanded is	(Cal. Rules of Court, rule 3.402)	10000			
exceeds \$25,000) \$25,000 or less)		DEPT.:			
	ow must be completed (see instructions o	n page 2).			
1. Check one box below for the case type that					
Auto Tort		Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403)			
Auto (22)	Breach of contract warranty (60)	·			
Uninsured motorist (46)	Rule 3.740 collections (09)	Antitrust/Trade regulation (03) Construction defect (10)			
Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort	Other collections (09)				
Asbestos (04)	Insurance coverage (18)	Mass tort (40)			
Product liability (24)	Other contract (37)	Securities litigation (28)			
Medical malpractice (45)	Real Property	Environmental/Toxic tort (30) Insurance coverage claims arising from the			
Other PI/PD/WD (23)	Eminent domain/Inverse	above listed provisionally complex case			
Non-PI/PD/WD (Other) Tort	condemnation (14) Wrongful eviction (33)	types (41)			
Business tort/unfair business practice (07)		Enforcement of Judgment			
Civil rights (08)	Unlawful Detainer	Enforcement of judgment (20)			
Defamation (13)	Commercial (31)	Miscellaneous Civil Complaint			
	Residential (32)	RICO (27)			
Fraud (16) Intellectual property (19)	Drugs (38)	Other complaint (not specified above) (42)			
Professional negligence (25)	Judicial Review	Miscellaneous Civil Petition			
Other non-PI/PD/WD tort (35)	Asset forfeiture (05)	Partnership and corporate governance (21)			
Employment	Petition re: arbitration award (11)	Other petition (not specified above) (43)			
Wrongful termination (36)	Writ of mandate (02)				
Other employment (15)	Other judicial review (39)				
	pley under rule 3 400 of the California Rul	es of Court. If the case is complex, mark the			
factors requiring exceptional judicial manage		es of oddit. If the dase is complex, mark the			
a. Large number of separately repres		r of witnesses			
b. Extensive motion practice raising		with related actions pending in one or more			
issues that will be time-consuming		er counties, states, or countries, or in a federal			
c. Substantial amount of documental	y evidence court				
3. Remedies sought (check all that apply): a.		ostjudgment judicial supervision eclaratory or injunctive relief c. punitive			
	monetary b nonmonetary; d	ectaratory or injunctive relief c puritive			
	ass action suit.				
		ov use form CM 015)			
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.) Date:					
Date.					
(TYPE OR PRINT NAME)	(SI	GNATURE OF PARTY OR ATTORNEY FOR PARTY)			
NOTICE					
 Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result 					
in sanctions. File this cover sheet in addition to any cover	 File this cover sheet in addition to any cover sheet required by local court rule. 				
	-	nust serve a conv of this sever sheet on all			
 If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding. 					
Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only. Page 1 of 2 Page 1 of 2					

INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

To Plaintiffs and Others Filing First Papers. If you are filing a first paper (for example, a complaint) in a civil case, you must complete and file, along with your first paper, the Civil Case Cover Sheet contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check one box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the primary cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party. its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

To Parties in Rule 3.740 Collections Cases. A "collections case" under rule 3.740 is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$25,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

To Parties in Complex Cases. In complex cases only, parties must also use the Civil Case Cover Sheet to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiffs designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that CASE TYPES AND EXAMPLES
Contract

the case is complex.

Auto Tort

Auto (22)-Personal Injury/Property Damage/Wrongful Death Uninsured Motorist (46) (if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto)

Other PI/PD/WD (Personal Injury/ Property Damage/Wrongful Death) Tort

Asbestos (04)

Asbestos Property Damage Asbestos Personal Injury/ Wrongful Death

Product Liability (not asbestos or toxic/environmental) (24)

Medical Malpractice (45)

Medical Malpractice-

Physicians & Surgeons

Other Professional Health Care

Malpractice

Other PI/PD/WD (23)

Premises Liability (e.g., slip

and fall)

Intentional Bodily Injury/PD/WD

(e.g., assault, vandalism)

Intentional Infliction of

Emotional Distress

Negligent Infliction of

Emotional Distress Other PI/PD/WD

Non-PI/PD/WD (Other) Tort

Business Tort/Unfair Business

Practice (07)

Civil Rights (e.g., discrimination,

false arrest) (not civil

harassment) (08)

Defamation (e.g., slander, libel)

Fraud (16)

Intellectual Property (19)

Professional Negligence (25)

Legal Malpractice

Other Professional Malpractice (not medical or legal)

Other Non-PI/PD/WD Tort (35)

Employment

Wrongful Termination (36) Other Employment (15)

Breach of Contract/Warranty (06)

Breach of Rental/Lease

Contract (not unlawful detainer or wrongful eviction)

Contract/Warranty Breach-Seller Plaintiff (not fraud or negligence)

Negligent Breach of Contract/

Warranty

Other Breach of Contract/Warranty

Collections (e.g., money owed, open book accounts) (09)

Collection Case-Seller Plaintiff Other Promissory Note/Collections

Case

Insurance Coverage (not provisionally

complex) (18)

Auto Subrogation

Other Coverage

Other Contract (37)

Contractual Fraud

Other Contract Dispute

Real Property

Eminent Domain/Inverse

Condemnation (14)

Wrongful Eviction (33)

Other Real Property (e.g., quiet title) (26)

Writ of Possession of Real Property

Mortgage Foreclosure

Quiet Title

Other Real Property (not eminent

domain, landlord/tenant, or

foreclosure)

Unlawful Detainer

Commercial (31)

Residential (32)

Drugs (38) (if the case involves illegal drugs, check this item; otherwise,

report as Commercial or Residential)

Judicial Review

Asset Forfeiture (05)

Petition Re: Arbitration Award (11)

Writ of Mandate (02)

Writ-Administrative Mandamus Writ-Mandamus on Limited Court

Case Matter

Writ-Other Limited Court Case

Review

Other Judicial Review (39)

Review of Health Officer Order

Notice of Appeal–Labor Commissioner Appeals

Provisionally Complex Civil Litigation (Cal. Rules of Court Rules 3,400-3,403)

Antitrust/Trade Regulation (03)

Construction Defect (10)

Claims Involving Mass Tort (40)

Securities Litigation (28)

Environmental/Toxic Tort (30)

Insurance Coverage Claims

(arising from provisionally complex

case type listed above) (41)

Enforcement of Judgment

Enforcement of Judgment (20)

Abstract of Judgment (Out of

County)

Confession of Judgment (non-

domestic relations)

Sister State Judgment

Administrative Agency Award

(not unpaid taxes)

Petition/Certification of Entry of

Judgment on Unpaid Taxes

Other Enforcement of Judgment

Case

Miscellaneous Civil Complaint

RICO (27)

Other Complaint (not specified

above) (42)

Declaratory Relief Only

Injunctive Relief Only (non-

harassment)

Mechanics Lien

Other Commercial Complaint

Case (non-tort/non-complex)

Other Civil Complaint

(non-tort/non-complex)

Miscellaneous Civil Petition

Partnership and Corporate

Governance (21)

Other Petition (not specified

above) (43)

Civil Harassment

Workplace Violence Elder/Dependent Adult

Abuse

Election Contest

Petition for Name Change

Petition for Relief From Late

Claim

Other Civil Petition